

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

19 July 1967

To: Agency Training Officers

## AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS 1967 FALL SEMESTER

The Registrar, OTR, has arranged to give tuition advances to employees sponsored by the Agency for attendance at Fall 1967 Semester part-time courses given at local schools. In order to accomplish this, the following schedule will have to be observed:

Thursday, 24 August: Requests for sponsorship (Form 136: "Request for Training at Non-Agency Facility") in courses for which an advance is desired must be in the Registrar's office (Room 835, 1000 N. Glebe Road) before the close of business. Because of time limitations, no exception to this deadline can be made. Employees who have been approved for sponsorship but not for cash advances will be reimbursed upon submission of the schools' receipts for tuition payments.

Week of 21 August: The Registrar will notify Training Officers of their employees whose training requests have been approved no later than Friday of this week.

Thursday, 7 September: Tuition advances will be available in Room 1D-1601 Headquarters between 1000 and 1300 hours.

Thursday, 28 September: Employees who receive advances must personally return the schools' receipts for tuition payments to a representative of the Registrar, who will be in Room 1D-1601 Headquarters, between 1030 and 1300 hours. At that time they will be required to sign the accounting voucher. Training Officers are asked to inform their employees that receipts sent through the mail will not be accepted.

(Over, please)

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Training Officers should also urge employees to submit requests for sponsored training as soon as possible. The Registrar will not approve any request retroactively. Because continued sponsorship by the Agency for academic courses is contingent upon satisfactory completion (that is, a grade of "B" or better) of previously sponsored courses, those who were sponsored in the 1967 Spring or Summer Semester must turn in their official grades immediately upon receipt from the school. If this is not done before the Fall Semester advance, employees who have failed to achieve satisfactory grades will be required to return the advance to the OTR Registrar.

So that no delays or inconveniences occur, Training Officers should be sure that all items on Form 136 required to justify approval are filled in (finance, cover, and signatures). A separate form is to be submitted for each course.

Individual advances will be given by the Registrar, OTR, to employees whose registration dates are prior to 24 August 1967.

Note: The procedures in this Bulletin do not apply to the Agency's Off-Campus Program.